



# Creating a Career Action Plan

## MY MAJOR

I plan to major in:

## MY CAREER INTERESTS

I'm interested in these career pathways:

## MY CAREER ACTION PLAN

Think of your career action plan as a way to cultivate your professional brand, or story. It's an intentional plan to gain the experiences and skills you need to contribute to your future career.

Develop a career/professional action plan by identifying at least three things you want to do professionally by the time you graduate from Cal State LA. **Some of the things you can plan for include:** Participating in service learning/volunteer work, doing an internship or fellowship, working on research with faculty, studying abroad, joining a professional organization, joining your major's student club, attending employer info sessions and career fairs, putting together and updating your résumé, and so on.

Achieving a goal is a process with several steps. Identify when you want to achieve the goal and work backward to set deadlines for each step. **Some goals that have specific deadlines include:** internships, fellowships, jobs, study abroad, or grad school. Applications for these opportunities are usually due at least six months before the experience starts.

### EXAMPLE:

By Year One	By Year Two	By Year Three	By Graduation
<ul style="list-style-type: none"><li>▪ <i>Join a student organization and participate to gain experience on my résumé.</i></li><li>▪ <i>Attend tutoring sessions to learn skills to help me in my studies and future career.</i></li><li>▪ <i>Create my Handshake account and attend the</i></li></ul>	<ul style="list-style-type: none"><li>▪ <i>Speak with 2-3 alumni or professionals with similar majors and career interests.</i></li><li>▪ <i>Meet with a career advisor to build my college résumé and online portfolio.</i></li><li>▪ <i>Practice interviewing with a career advisor.</i></li><li>▪ <i>Identify 3-5 organizations</i></li></ul>	<ul style="list-style-type: none"><li>▪ <i>Apply for internships in the fall semester.</i></li><li>▪ <i>Attend career events and fairs to meet people who can help me get experience.</i></li><li>▪ <i>Participate in one or more internships in a career of interest.</i></li></ul>	<ul style="list-style-type: none"><li>▪ <i>Attend career events and fairs to meet people who can open doors to options after college.</i></li><li>▪ <i>Meet with my faculty to obtain recommendation letters.</i></li><li>▪ <b><i>Goal: Obtain a job offer in a position related to my major.</i></b></li></ul>

By Year One	By Year Two	By Year Three	By Graduation
<i>events to explore career paths.</i>	<i>where I would like to intern.</i>		

# Professional Development Plan

Date Created:

Date Updated:

By	By	By	By Graduation
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